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4 DOUGLAS MAURICE SHORTRIDGE,  
5 Plaintiff,  
6 v.  
7 FOUNDATION CONSTRUCTION  
8 PAYROLL SERVICE, LLC, et al.,  
9 Defendants.

10 Case No. [14-cv-04850-JCS](#)

11 **ORDER REGARDING REQUEST FOR  
TRANSCRIPT**

12 Re: Dkt. No. 91

13 On November 13, 2015 Plaintiff Douglas Shortridge filed a letter to the Court discussing  
14 his need for a transcript of a case management conference in order to complete the record for his  
15 appeal to the Federal Circuit. *See* dkt. 91. It appears that Shortridge has not filed a CAND-435  
16 Transcript Order Form. Once Shortridge files that form and pays any applicable fee, a court  
17 reporter will prepare a transcript. The form, and instructions for completing it, are available at  
18 <http://www.cand.uscourts.gov/transcripts#ORDERING>. Section V of that webpage also discusses  
transcript requirements for an appeal.

19 If Shortridge has further questions regarding the process for obtaining transcripts, he  
20 should contact the court reporter supervisor directly. Contact information is available at  
21 <http://www.cand.uscourts.gov/courtreportercontact>. Filing a letter in the record is not an effective  
22 way to contact the court reporter supervisor.

23 **IT IS SO ORDERED.**

24 Dated: November 18, 2015

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26 JOSEPH C. SPERO  
27 Chief Magistrate Judge  
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